

City of Dunwoody 41 Perimeter Center East Dunwoody, GA 30346 Phone: (678) 382-3800 Fax: (770) 396-4828

#### **OVERVIEW**

This packet contains the information required to prepare and submit plans for a City of Dunwoody Land Disturbance Permit for non-residential projects. Submittal deadline is **Wednesday by 11:00 am** to receive plan review comments/approval by Thursday of the following week. Plans for projects that will disturb one acre or greater must be sent to the Georgia Soil & Water Conservation Commission for state approval after all erosion and sediment control comments from Dunwoody are properly addressed. Prior to LDP approval, provide an approved set of plans from DeKalb County Water and Sewer, DeKalb County Fire Marshal, and if applicable, DeKalb County Environmental Health Department.

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#### **CONTACT US - 678-382-6800**

Development Coordinator(Completeness review, scheduling, fees)	. Jerry Oberholtzer
City Planner/Arborist (zoning, tree protection)	. Howard Koontz
City Engineer (SWM, traffic and transportation review)	
Public Works (Traffic Signals)	•
Chief Inspector (Erosion Control Inspections)	



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#### 1. HELPFUL CONTACTS

#### **DeKalb County Fire Marshal**

330 West Ponce DeLeon Avenue Decatur, Georgia 30030 Angelo Chancellor Fire Protection Engineer AMChance@co.dekalb.ga.us (404) 371-2899

Office Hours: 8:30am to 5:00pm M-F

#### **DeKalb County Department of Watershed Management**

330 West Ponce DeLeon Avenue Decatur, Georgia 30030 (770) 621-7273

Office Hours: 8:30am to 5:00pm M-F

#### **DeKalb County Board of Health**

330 West Ponce DeLeon Avenue Decatur, Georgia 30030 (404) 294-3700 Office Hours: 8:30am to 5:00pm M-F

#### **Georgia Soil and Water Conservation Commission**

Region III Office 1500 Klondike Road Conyers, GA 30094 Guerry Thomas gthomas@gaswcc.org

(770) 761-3020

Office Hours: 8:00am to 5:00pm M-F

#### **Georgia DOT District 7 Office**

5025 New Peachtree Road Chamblee, Georgia 30341 Patrick Allen District Access Management Supervisor patrick.allen@dot.state.ga.us (770) 986-1765 Office Hours: 8:00am to 5:00pm M-F



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#### 2. WEEKLY PLAN REVIEW COMMENTS MEETING

To facilitate efficiency in the plan review process, a weekly plan review comments meeting will be held on Thursday (eight (8) days after the Wednesday deadline) from 10:00am to 12:00 noon to allow applicants to review their comments and ask questions. Those present will include the City Planner/Arborist, City Engineer, and Public Works Department, if applicable. Meetings with DeKalb County offices, Georgia Soil and Water Conservation Commission and Georgia DOT must be scheduled separately.



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#### 3. LAND DISTURBANCE PERMIT COMPLETENESS CHECKLIST

When submitting plans for review for a Commercial Development Permit, provide **all** items listed below. If not applicable, explain justification to Development Coordinator upon submittal. Incomplete applications <u>will not</u> be accepted into the review process.

FOR CIT	FOR CITY OF DUNWOODY USE (to be initialed by Development Coordinator):		
		ns are present. Land Disturbance Application will be submitted for review. sare NOT present. Land Disturbance Application Submission denied.	
Applicant	СІТҮ <b>Ф</b>	Please check each item only if complete and included	
		4 Completed Land Disturbance Demait Application and Submitted For	
		Completed Land Disturbance Permit Application and Submittal Fee	
		2. Approved Concept Plan from the City of Dunwoody (1 copy), if applicable	
		<ol><li>Provide three (3) sets of plans and one DVD with electronic images of each plan sheet, bearing the design professional's seal and signature.</li></ol>	
		4. Maximum sheet size shall be 30" x 42". On the plans include:	
		A. Minimum Required Sheets:	
		1. Cover sheet	
		2. Concept plan, if required	
		Zoning conditions and all applicable private agreements	
		4. Demolition plan, if required	
		5. Site plan	
		6. Drainage & Grading	
		7. Utility plan	
		8. Phased Erosion Control (initial, intermediate & final)	
		9. Sanitary sewer profiles	
		10. Storm pipe profiles	
		11. Standard details	
		12. Landscape and Tree Protection Plan	
		13. Street Lighting Plan (may be combined with Landscape and Tree Protection Plan)	
		B. Per GESA 12/31/06 requirement, provide GSWCC Level II Design Professional seal and number on	
		the Cover Sheet and on the Phased Erosion Control Sheets	
		C. Per NPDES, provide Letter/Statement of Certification of Pre-design site visit	
		D. Provide project name/address; owner's name/address/phone; design firm name/address/phone/e-mail;	
		24 hour contact name/local phone/e-mail on cover sheet and all E, S & P sheets.	
		E. North arrow (on all sheets), total & disturbed acreage, and location map. Indicate scale (no less than	
		1"=10' or greater than 1"=100'), graphic scale.	
		F. If this property is located within the Metropolitan River Protection Act Plan Area's 2000 feet	
		Chattahoochee River Corridor (O.C.G.A. § 12-5-440 et seq.), provide as-built survey of any and all	
		existing development, i.e., buildings, structures, etc. Plans should include Atlanta Regional	
		Commission (ARC) assigned vulnerability categories and allowances for existing & proposed, cleared	
		& impervious areas.	
		G. Engineer's Stormwater Management Report/Hydrology Report, (2 copies) and hydrology statement on	
		plans	
		H. Flood Study (2 copies, if applicable)	
		I. FEMA Flood Map (1998 or most current) shown on plans	
		J. For permit revisions only: provide a letter attached to the plan(s) with a detailed, specific revision	
		description, and update the revision block on all sheets.	



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#### 4. Land Disturbance Permit Application

Туре	Description of proposed development (check all that apply):  ☐ Single-Family Development ☐ Multi-Family Development ☐ Commercial Development ☐ Within River Corridor ☐ Mixed-Use ☐ Other:			sq ft	Possible Additional Permits:  Demolition Pool Retaining Wall (over 4') Fence Other:	
nation	Name of Project:  Owner of Record:					Lot #:
Project Information	Property Address:					
rojec	Property ID:	Zoning:			Zonin	g Case #:
Ā	Total Acreage	Д	Acreage	& Sq. Ft. to be D	Disturb	ed:
	Name:					
nt	Company					
Applicant	Mailing Address:					
Αp	Phone:			Cell:		
	Fax:			Email:		
	24 Hour Contact Name:					
٦g	Company:					
Permitting	Mailing Address:					
Per	Phone:			Cell:		
	Fax:			Email:		
ē	I hereby certify that all information pro	vided he				
Signature	Applicants Signature:					
Sig	Date:					



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### 5. Schedule of Fees

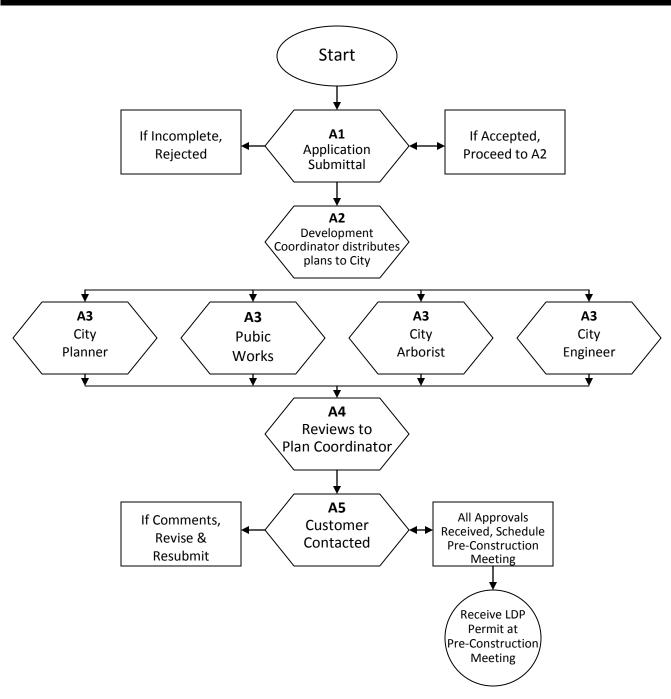
		Review Fees	
	Use	Cost Per Unit	
SKETCH PLANS	Residential	\$350 plus \$5 per lot	
	Commercial	\$350 plus \$5 per acre	
	Use	Cost Per Unit	
LAND	Residential	\$350 plus \$20 per lot	
DISTURBANCE		Additional review fee of \$200 assessed for the second and	
PERMIT	Commercial	\$350 plus \$20 per acre	
		Additional review fee of \$200 assessed for the second and	
FINAL PLAT	\$350 plus \$5 per lot		
MINOR SUBDIVISION	\$350		

	F	Permit Fees		
		Inspection Fees		
	Туре	Cost Per Unit		
	Road Vert. & Sect.	\$16 per linear foot		
	Curb and Gutter	\$6.50 per linear foot		
	Base and Paving	\$25 per linear foot		
	Commercial Driveway	\$0.75 per square foot		
	Storm Drainage	\$20 per linear foot		
	Wastewater	\$22 per linear foot		
	Water Main	\$16 per linear foot		
	Sidewalk	\$2 per square foot		
	Other			
LAND	Permit Fees	Cost Per Unit		
DEVELOPMENT	Street Name Markers/Intersection	on \$75 per intersection		
DEVELOPMENT	Traffic Signs/Intersection	\$65 per intersection		
	Land Disturbance Permit	Fee		
	LDP	\$125		
	Fees for Land Disturbance Permits			
	Valuation	Fee		
	\$1 to \$5,000	\$300		
	\$5,001 to \$20,000	\$300 for the first \$5,000 and \$150 for each additional \$1,000, or		
	\$20,001 to \$100,000	\$2,250 for the first \$20,000 and \$100 for each additional \$1,000, or		
	\$100,001 to \$250,000	\$10,550 for the first \$100,000 and \$50 for each additional \$1,000,		
	\$250,001 to \$500,000	\$18,050 for the first \$250,000 and \$25 for each additional \$1,000,		
	\$500,001 to \$1,000,000	\$24,300 for the first \$500,000 and \$15 for each additional \$1,000,		
	\$1,000,001 and up	\$31,800 for the first \$1,000,000 and \$10 for each additional \$1,000,		



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#### 6. Land Disturbance Plan Review Process





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#### 7. Erosion Control Surety Calculation Form

### QUANTITY AMOUNTS REQUIRED BELOW MUST BE PROVIDED AND VERIFIED BY THE DESIGN PROFESSIONAL AND/OR INSPECTOR OF RECORD

(Please Print)

PROJECT NAME (P	PHASE):		
CDP#:	LAND LOT(S):	DISTRICT:	
OWNER:			
DESIGN PROFESSI	ONAL:		
	licable sureties are required prior to ity Development Department.	the issuance of a Land Disturbance Permit by t	he City of
EROSION CONTRO	L: (Disturbed Acreage) \$3000/ACRE	xACRES = \$	
disturbance permit. compliance of all dis detention ponds, waitems. This surety wi	The surety is a mechanism for the City turbed areas and stormwater infrastructer ater bodies, stormwater facilities, road	rety of \$3,000 per disturbed acre prior to the issuance by to cover any potential costs associated with stabilicature including, but not limited to, permanent grassing dways, reestablishing damaged buffers and similar tabilization from the Department of Community Develope Chapter 14, Article 7, Section 6b(vii)	zation and g, desilting or related
DESIGN PROFESSI	IONAL / INSPECTOR CERTIFICATION	N AND SIGNATURE:	
I hereby certify that Community Develop		n accordance with the requirements of the City of	Dunwoody
Signature:		Date:	



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8. LANDSCAPE AND TREE PROTECTION CHECKLIST Phone:\_\_ Reviewed By: \_\_\_\_\_ \_\_\_\_\_ Accepted / Denied Please check each item only if complete and included Applicant CITY 8. 1. Zoning Ordinances/Zoning Conditions Requirements \_\_\_\_ A. If zoning conditions and/or community standards apply to tree protection or landscaping, show compliance. B. Provide Street Lighting Plan showing consistent with Section 8.4 of Subdivision Regulations and Section 4.9 of Zoning Ordinance. 8. 2. Initial Arborist Site Visit Requirement \_\_\_\_ Applicant may be required to meet with the Department of Community Development Arborist to perform an on-site evaluation prior to submitting plans for LDP review. To schedule an on-site evaluation, call City Arborist @ 678.382.6810 8. 3. Per Article 34.4.1.d of the City of Dunwoody Zoning Ordinance, Show a Separate Sheet Dedicated to a Tree **Protection and Landscape Plan** \_\_\_ A Tree Protection Plan may be submitted either as part of the landscape plan or as a separate drawing. Refer to the City of Dunwoody Tree Preservation Ordinance Article 8 for guidance. 8. 4. Landscape Plan Requirements A. Include all required undisturbed buffers, landscape strips, and parking islands with the required dimensions. These requirements must be drawn and dimensioned on all sheets submitted for a permit. B. Include planting list with proposed plant material names (common and botanical), quantity, size, and any special planting notes. C. Include planting detail. D. All required landscape strips must be planted at a density so as to provide at least 60% spatial coverage in trees and shrubs, with no more than 40% grass, sod, or other ground cover. Show the calculations on the plan. \_\_\_\_\_ E. All required buffers must be planted or replanted to buffer standards unless existing conditions meet or exceed these standards. \_\_\_\_\_ F. Detention Pond Requirements: A 20-foot wide landscape strip planted to buffer standards shall be provided around the exterior of all detention areas adjacent to and outside of the required 10-foot wide access easement, or as may be approved by the City of Dunwoody Arborist (Zoning Resolution 34.5.4.) G. Parking Islands must be provided as required by Conditional Zoning or Section 4.23.2 of the Zoning Ordinance. Parking islands must be planted with 2" caliper shade trees as approved by the City Arborist. Parking Islands must be a minimum of 10 feet wide. \_\_\_\_\_ H. Permanent structures cannot be permitted in landscape strips, parking islands, improvement setbacks or buffers, including but not limited to walls, fences, headwalls, drop inlets, catch basins, riprap, light fixtures, phone booths, etc. Monument signs, drainage structures, and sidewalks may be allowed with pre-approval in landscape strips only.

I. Curb stops must be used to prevent vehicle overhang into required landscape strips and parking

islands. One curb stop per parking stall is required.



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#### 8. LANDSCAPE AND TREE PROTECTION CHECKLIST (continued)

Reviewe	d By:	Phone:	Accepted / Denied
Applicant	CITY <b>U</b>	Please check each item only if complete and included	
8. 5. Tree	e Prote	ction Plan Requirements  A. Include all tree protection zones and label all tree save areas (even in and show areas of re-vegetation.	n R.O.W., adjacent to sidewalk)
		<ul><li>B. Indicate exact location of all specimen trees onsite as verified by a figure include the size of each specimen tree and indicate whether the spremoved.</li><li>C. Healthy specimen trees impacted by land disturbance will have to b</li></ul>	pecimen tree is to be saved or
		value that is equal to the value of the tree being removed. Replaceme caliper unit. Unit value of a 2" caliper recompense tree is .35, exactly recompense trees have to be paid to the City of Dunwoody Tree Fund Disturbance Permit. (LDP)	ent trees shall be 4" caliper or 2" ½ that of a 4" tree. In addition, d prior to the issuance of a Land
		<ul> <li>D. Include limits of clearing and land disturbance such as grading disturbances may affect tree protection zones.</li> <li>E. Indicate the proposed locations of all underground utilities. Tree save</li> </ul>	- -
		utility easements.  F. Methods of tree protection shall be indicated for all tree protection erosion control, retaining walls, tunneling for utilities, aeration sysignage, etc. Show detail of tree protection.	ystems, transplanting, staking,
		<ul> <li>G. This plan should indicate staging areas for parking, materials is because these areas might affect tree protection.</li> <li>H. The required site tree density factor must be satisfied. Compliance ship protection plan. Existing trees or stands of trees used in the density of the drawing. Flowering ornamental replacement trees may not be enough existing trees are not saved in order to meet density, the replator the City of Dunwoody Tree Fund prior to issuance of the LDP.</li> <li>I. Replacement trees used in density calculations must be ecologically growing site.</li> </ul>	nall be demonstrated on the tree calculation must be indicated on used in density calculations. If acement tree cost must be paid
8. 6. Clea	arly sta	te the following notes on the Tree Protection/Landscape Plans  A. Provisions for tree protection on the site shall be, as a minim requirements of the latest edition of the City of Dunwoody Tree F Ordinance and administrative guidelines pertaining to tree protection.  B. If the landscape design and plant material are changed from the p revised plans shall be submitted to the City of Dunwoody arborist's	Preservation Ordinance, Zoning permitted plan, three (3) sets of
		<ul><li>landscape installation.</li><li>C. All landscaping for each phase of development shall be completed p plat for that phase, prior to the issuance of certificate of occupar connection of permanent power for that phase. Contact the City of Durinspection upon completion of landscape installation.</li></ul>	ncy for that phase, or prior to
8. 7. Clea	arly sta	te the following notes on BOTH the Tree Protection/Landscape Plan a A. Contact the City of Dunwoody Planner/Arborist at 678-382-6810 to meeting prior to any land disturbance is required. All required tree fend meeting.	determine if a pre-construction

or normal pool level (i.e. lake/pond).



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9. HYDROLOGY STUDY/STORM WATER MANAGEMENT REPORT CHECKLIST Phone:\_\_\_ Reviewed By: \_\_\_ Accepted / Denied Applicant CITY Please check each item only if complete and included 9. 1. Existing Conditions Analysis \_\_\_\_\_ A. Provide topographic map of existing conditions. Show the following on the map: 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report. 2. Indicate acreage of each delineated drainage area. 3. Indicate CN for each delineated drainage area. 4. Indicate Tc for each delineated drainage area. 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area. 6. Indicate land cover condition for each drainage area. B. Provide a summary table of peak rates of runoff from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs). C. Provide time of concentration determination calculations for each drainage area. \_\_\_ D. Provide Soil Classifications 9. 2. Post Development Conditions Analysis \_\_\_\_\_ A. Provide topographic map of developed conditions. Show the following on the map: 1. Delineate drainage boundaries (including offsite areas draining onto site) and label/name each drainage area the same as each basin is labeled/named in calculations and tabulations appearing elsewhere in the report. 2. Indicate acreage of each delineated drainage area. 3. Indicate CN for each delineated drainage area. 4. Indicate Tc for each delineated drainage area. 5. Indicate runoff travel path and correlate to calculations determining Tc for each drainage area. 6. Indicate land cover condition for each drainage area. 7. Delineate and label/name each stormwater management facility. 8. Indicate all outflow locations for each stormwater management facility. B. Provide a summary table of peak rates of runoff from each delineated drainage area for 1, 2, 5, 10, 25, and 100 year storm events. Include in summary table for each drainage area the following data: label/name of drainage area, acreage, CN, Tc, gross rainfall amount for each storm event, and peak flow rate for each storm event (cfs). C. Provide a summary table of developed peak rates of runoff vs. existing peak rates of runoff for each drainage area. Demonstrate no increase in peak rates of runoff for 1, 2, 5, 10, 25 or 100 year events for each drainage area. D. Provide tabular hydrograph output for drainage area(s) draining to each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events. \_\_\_\_ E. Provide graphical hydrograph output for outflow (routing) of each stormwater management facility for the 1, 2, 5, 10, 25, and 100 year events. F. For any bypass area hydrograph that is combined with a stormwater management facility outflow

hydrograph, provide the tabular hydrograph output for the bypass area for the 1, 2, 5, 10, 25, and 100

year events. Provide the tabular hydrograph output for each combined hydrograph.



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9. HYDROLOGY STUDY/STORM WATER MANAGEMENT REPORT CHECKLIST (continued) Phone: Accepted / Denied Reviewed By: Please check each item only if complete and included Applicant CITY G. Provide time of concentration determination calculations for each drainage area. H. For each stormwater management facility provide Stage/Storage/Outflow tabulation and outlet configuration data used for routing for each stormwater management facility. I. Provide details for outlet control structures/devices for each stormwater management facility on plans and in stormwater management report. Ensure details on plans agree with details in report. Label structures so plans and details in report and on plan can be easily correlated. 9. 3. Post Development Downstream Analysis \_\_\_\_\_ A. Provide analysis of downstream conditions at each point or area along project boundary at which runoff will exit the property. \_\_\_\_\_ B. Extend analysis of downstream conditions to include all portions of the downstream convevances between the site and the point where the site area is 10 percent of the total basin area. C. Compare capacity vs. designed flows for each downstream conveyance between site and 10% point. 9. 4. Minimum Hydrology Design Parameters A. Existing condition, pervious vegetated areas maximum CN = 55. B. Existing condition time of concentration determination shall be in accordance with Section 2.1.5.6 in the Georgia Stormwater Management Manual (GSMM). Sheet/Overland flow lengths less than 100 feet used in GSMM equation 2.1.9 shall be justified in stormwater management report. Use of existing time of concentrations greater than calculated in accordance with GSMM 2.1.5.6 is acceptable. \_\_ C. Minimum freeboard for above ground earthen stormwater management facility dams is 2 feet. D. Minimum freeboard for concrete stormwater management containment facility is 1 foot. 9. 5. Hydrology and Drainage Items \_ \_\_\_\_\_ A. Show a 20ft, graded (max 16% slope) and stabilized access easement to all stormwater management facilities from a location of public vehicle access. B. Provide a 20ft landscape strip as required by the City Arborist around the exterior of all detention areas adjacent to and outside the required 10 ft access easement. \_\_\_\_ C. Show a six foot high security fence with a 10 ft access gate outside of the ten foot access easement around each detention pond. Show the location of the access gate. \_\_\_\_\_\_ D. Provide Standard 908 Detail for Earth Fill for Detention Ponds or other detail that meets the minimum standards inherent in Standard 908. \_\_\_\_ E. State the Water Quality Volume, the Channel Protection Volume, the 25-year volume, and the 100year volume on the plans. State the Water Quality elevation, the Channel Protection elevation, the 25-year elevation and the 100 year elevation on the plans in accordance with GA Stormwater Management manual. F. Eliminate proposed concentrated discharge from site where existing condition is sheet flow.

\_\_\_ G. When serving more than three lots, detention ponds shall be located on a separate parcel where no

H. Provide design engineer's professional seal and signature on plans and report.

home can be constructed.



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#### 10. STORM WATER PLAN REVIEW CHECKLIST \_\_\_\_\_Phone:\_\_\_\_\_\_ Accepted / Denied Reviewed By: \_\_\_ Please check each item only if complete and included Applicant CITY 10. 1. Drainage Review Requirements A. Minimum culvert size shall be 18" and maximum velocity shall be 15 ft. /sec. B. Locate catch basins with 600 feet maximum spacing, designed for 10-year storm with a maximum gutter C. Show nearest existing catch basin and/or drop inlets that receive water from this development. D. Provide design calculations for all storm drainage pipes. Storm drainage pipes shall be designed for 25vear storm frequency. E. Culverts beneath roads shall be designed to convey the 100-year storm. Show analysis/effects of 100 year storm. F. Provide design calculations for all ditches and channels. Ditches and channels shall be designed for 25vear storm frequency. G. Provide back water effect due to constriction of pipes in ditches or swales. Limit backwater to within the property. H. Storm Drainage Plan 1. Show existing and proposed contours, clearly distinguishable. 2. Identify drainage structures as existing or proposed. 3. Show drainage easements drawn with width dimensions specified. Typical D.E. width is 20 ft minimum. 4. Delineate and label any flood zone within the site. 5. Label roadway highpoints on the center line of the roadway. 6. Show the limits of proposed construction to be permitted. 7. Clearly note this statement on plans: Call Before You Dig (800) 282-7411 8. Profile all existing/proposed storm pipes above which land disturbance will occur. 9. Reference all storm drainage structures (i.e., catch basins, drop inlets, headwalls, etc.) to Dunwoody or other standard (GDOT, etc.) or provide complete detail(s) if not a public standard. 10. Storm drainage structures are not allowed within the radius of a curb. 11. Provide outlet velocity at outlet structures (i.e. storm drainage profile). 12. Storm drainage structures shall discharge into natural draws or drainage channels/swales. 13. For all permit revisions, submit a letter stating the proposed changes. These changes should be highlighted on all sheets affected. 10. 2. Storm Drainage Pipe Design A. 30" maximum cross drain pipe draining through GDOT standard catch basins or drop inlets. When larger diameter is required, provide design and detail of all structures. B. Storm drain cross section: 1. Minimum pipe cover: a. Storm drains: 18 inches outside roadway, 36 inches within roadway (Ref. FC Standard 524). b. Berming or trenching is not allowed to achieve minimum or maximum cover. 2. Minimum pipe slopes: a. Concrete or smooth walled HDPE 0.5% b. CMP 1.0%



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10. STORM WATER PLAN REVIEW CHECKLIST (continued) Reviewed By: \_\_\_ Phone: Accepted / Denied Applicant CITY Please check each item only if complete and included C. All storm crossings under public roadways shall be reinforced concrete pipe (RCP). D. Storm pipe material types, directional changes, slope changes, or transitions are permitted only at drainage structure with surface access (i.e., junction box with manhole, catch basin, etc.). Concrete collars are not acceptable at transitions. E. Show size, material type, class or gauge, percent slope, and length of all pipes. F. Provide invert elevations and top elevations of drainage structures. G. Anchor collars are required on storm pipes when the slope is greater than 30%. H. Cite GDOT Standard for storm sewer pipes (CMP pipe shall be half-coated with a paved invert.) 10. 3. Ditches and Swales A. All proposed swales and ditches shall have cross sections, centerline profiles, flow rates, and velocities shown on plans. B. If velocity in ditch is greater than 3 ft. /sec., ditch invert shall have a non-erodible material. 10. 4. Storm Drain Structures A. Show drainage area, Q25 and headwater elevation at the inlet of all storm drain structures (include accumulative areas and Q's, and longitudinal system). B. Indicate the type and GDOT standard number for inlet and outlet structures of all pipes. C. All pre-cast manholes shall be provided with a minimum of 9 inches clearance on each side of connecting pipe between all cut-outs or penetrations. D. Use online catch basins except for cul-de-sac applications in which one foot offset is required. E. Show concrete spillway at the end of curb and gutter (Ref. GDOT Standard 9013, Type III) where applicable. F. Use concrete flared end sections at driveway crossings within the right-of-way and other applications adjacent to vehicular traffic (Ref. GDOT Standard 1120).

G. Engineer's seal and signature required on all plans and reports.



Insert GSWCC Form Here

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12. FLOODPLAIN CHECKLIST Accepted / Denied Reviewed By: \_\_\_\_\_ Phone: Please check each item only if complete and included Applicant CITY 12. 1. General (all projects) \_\_\_\_ A. Provide FEMA Flood Insurance Rate Map (FIRM) excerpt on the cover sheet for the subject site development plans on which the site is delineated. B. Provide statement below FEMA FIRM excerpt on cover sheet of plans: "This site [is/is not] located within a zone [A, AE, shaded zone X] as defined by FIRM Community Panel Number 13121C for unincorporated Fulton County, Georgia. (Use June 22, 1998 or most current map)." 12. 2. If Flood Zone AE, Zone A and/or shaded Zone X within site: \_\_\_\_\_ A. Cleary delineate flood zone extents and both the existing and proposed 100 year flood elevations on plans. B. Provide project benchmark with elevation, tied to Dunwoody or Fulton County G.I.S. monument. Use N.G.V.D. or Mean Sea Level Datum. C. If the proposed work encroaches within Zone AE, A or X. The following is required: 1. Professional Engineer's certification that the proposed work will not: a. raise the base flood elevation outside of the property limits b. reduce the flood storage capacity in the flood plain (fill placed within floodplain must be compensated and all cut areas must gravity drain to watercourse); c. impede the movement of flood waters; d. change the flow characteristics of the flood waters; and e. create hazardous or erosion-producing velocities. 2. Flood study, prepared and certified by Professional Engineer, which determines both the existing and proposed extents and elevations of the flood zone. 3. At the request of Dunwoody, provide application to FEMA for a conditional FIRM revision to be submitted to FEMA. D. Locate all flood study sections on the plans and state the existing and proposed flood elevations at each section. E. Provide a RECORDED copy of the Dunwoody Flood Plain Indemnification Agreement. **12. 3. General** \_\_\_\_ A. State the "lowest floor elevation" including basement and attached garage for each lot affected by the floodplain. Note: lowest flood elevation shall be a minimum of 3 ft. above the 100 year storm elevation. B. Per Floodplain Ordinance, certify and submit calculated areas to demonstrate that no lot area has less than 50% of the minimum lot area (as established by the applicable zoning district regulations) above the base flood elevation, and/or no less than 70% of the buildable land area of any lot lies above the base flood elevation by a minimum of one foot. C. Clearly state the following notes on the cover sheet and construction plans: 1. The flood zone(s) \_\_\_\_\_ shown hereon are based on the Fulton County Community Panels (FIRM) [Numbers/Numbers] 13121C \_\_\_\_\_. 2. The base flood (IRF) elevations shown hereon are based on the flood elevation study by

\_\_\_\_\_, (signature, seal, date of design professional.);



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#### 12. FLOODPLAIN CHECKLIST (CONTINUED) Phone: Accepted / Denied Reviewed By: Applicant CITY Please check each item only if complete and included The base flood (IRF) elevations shown hereon are based on the flood insurance studies for Fulton County and unincorporated Fulton County. 3. All construction including grading and filling within the floodplain shown hereon shall be in conformance with the Dunwoody Floodplain Ordinance. 4. All cut and fill within the floodplain shall be field verified and certified by a Professional Engineer. 5. All intermediate regional floodplain shall be field located and staked prior to encroachment within them. Such location shall be maintained clear and visible throughout construction and final approval. 6. When utility (storm drains, sewers, etc.) construction is within a floodplain: a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion. b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored. 7. When any construction borders a floodplain: a. The contractor shall restore the floodplain to the original condition and grade immediately upon completion. b. Upon completion of restoration, a Professional Engineer shall certify in writing to the Community Development Department that all work is complete and the floodplain restored. 8. The lowest floor elevation includes basement and attached garage and shall be a minimum of 3 ft. above the 100 year storm elevation. D. Show the limits of construction and the quantities of cut/fill proposed within the floodplain on the construction plans. Show a grading plan with quantities and proposed contours for the area where the compensating cut is to be made. When fill or cut is proposed within a floodplain, a plan and profile based on field run cross sections shall be submitted as part of the land disturbance permit. The horizontal and vertical scales shall be such that the contractor can clearly determine the extent and amount of work and such as to facilitate the engineer in submitting the required certification. E. Any disturbance of 50 foot Dunwoody Stream or the additional 25' non-impervious setback must receive approval from the City of Dunwoody - Board of Zoning Appeals. See the Stream Buffer Protection Ordinance for the minimum requirements for requesting a variance. F. Disturbance of the 25 foot State of Georgia buffer requires a variance from the GA DNR-Environmental Protection Division.



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Reviewe	d By: _		Phone:	Accepted / Denied
Applicant	CITY <b>U</b>	Please check each item only if co	omplete and included	
13. 1. Ge	orgia	Department of Transportation (GDO		
		permit number and approval. No l	/ programmed state improven Land Disturbance Permit will	ment project. Provide GDOT driveway
		B. GDOT right-of-way (R.O.W.) Dec	ons for all projects adjacent to	o any road maintained by GDOT and/or
13. 2. Ma	anual c	f Uniform Traffic Control Devices (N A separate sheet dedicated to a Tra		
		Permit approval drawings if the imposupplemental road improvement, significated by the development. The	rovements associated with th gning, or striping of a City roa plan should be at a scale of I	ne development will create the need for ad which will either be accessed on or between 1" = 20' and 1" = 60', contain
		a location map and north arrow. It moperational changes to all affected rand marking must conform to the M	roads, including any necessa	es, barricades, signage, and ry detour routes. All work zone signage
		conform to AASHTO requirements r	ASHTO and these checklist it	TO) Compliance ems as a minimum. Revise plans to
13. 4. Cı	ırb Cut	~	d curb cuts which are within	300 feet of proposed driveway(s) along
		<ul><li>B. Dimension distance from cente</li><li>C. Show angle of incidence of cer</li></ul>	nterline of driveway and entra ace from back of curb to back	xisting and/or proposed curb cuts. ance, with centerline of road. of curb. Driveway widths must conform
		<ul> <li>E. Show concrete apron per Duny commercial and industrial entra</li> </ul>	woody Standard Details. For nces; add this detail to your p	
		F. Show right-in/right-out only cur plans.	b cut design per Dunwoody s	Standard Details; add this detail to you
		G. Show any proposed walls and wall may be closer than 3' to the an agreement must be filed, be	ne R.O.W. line. If the fence is before LDP issuance, that the following city may purchase the researtment of Public Works, and	



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		13. TRANSPORTATION CHECKLIST (CONTINUED)
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Applicant	CITY <b>U</b>	Please check each item only if complete and included
13. 5. Ro	adway (	Construction/Drainage
		<ul> <li>A. Show proposed improvement(s) on City roads dimensioned from legal centerline of road. Include deceleration, left turn lanes, road widening, and other improvements as required by Dunwoody Driveway Manual. All improvements must conform to Dunwoody Standard Details.</li> <li>B. Show how the proposed road improvement(s) will be tied into the City road existing conditions at the limits of the properly frontage with the adjacent parcel(s).</li> <li>C. Show roadway widening per Dunwoody Standard Details, if required; add the appropriate detail to your plans.</li> <li>D. Show concrete with topping construction detail when roadway widening is less than four feet, per Dunwoody Standard Detail.</li> <li>E. Show curb and gutter improvements on all frontages, per Dunwoody Standard Details; add the appropriate detail to your plans.</li> <li>F. Show sidewalks as required per Dunwoody Subdivision Regulations, and Dunwoody Standard Details; add this detail to your plans.</li> <li>G. Show drainage flow lines, minimum slopes, high points and low points with spot grades along you road frontage.</li> <li>H. Show internal roadway cross-sections and widths per Dunwoody Standard Details; add the appropriate detail to your plans.</li> </ul>
13. 6. Sig		<ul> <li>A. Show legal centerline of all existing and proposed City roads. Show speed limits for all roads (existing and proposed); locate any adjacent speed limit signs; label proposed as future public or private.</li> <li>B. Show deceleration lane(s) striping and signage, if required. Show signing and striping on the plan per Dunwoody Standard Details and the MUTCD.</li> <li>C. Show left turn lane(s) striping and signage, if required. Show signing and striping on the plans per Dunwoody Standard Details and the MUTCD.</li> <li>D. Show striping plan for frontage resurfacing. Show signing and striping on the plans per Dunwoody Standard Details and the MUTCD.</li> </ul>
13. 7. Int		Show intersection sight distance (not to be confused with stopping sight distance) of each propose intersection entrance, street or driveway. Intersection sight distance is determined with an assume height of driver's eye of 3.5 feet and an assumed height of object of 3.5 feet when measuring in the vertical plane. When measuring in the horizontal plane, the intersection sight distance is determined with an assumed driver's eye location from a point 4' offset from the centerline and 15' from the edge of closest travel lane to a point along the centerline of the closest oncoming travel lane. When measuring in either plane, the line of sight must remain in the proposed standard dedicated R.O.W. and may not be obstructed by monuments, walls, fences, trees, hedges or other visual impediment obstructions.



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13. TRANSPORTATION CHECKLIST (CONTINUED) Reviewed By: \_\_\_\_\_ Phone: Accepted / Denied Please check each item only if complete and included Applicant CITY 13. 8. Right of Way / Utilities A. Show proposed R.O.W. dedication and reservation, dimension from centerline. B. Show a 10.5 foot R.O.W. shoulder dimensioned from the back of curb of all road improvements, if the road improvement plus 10.5 feet will be greater than the proposed R.O.W. dedication. C. Show R.O.W. miter at external street intersections of at least 20 feet radius. Ensure intersection site distance, free of obstructions, is provided. D. All utility locations must conform to Dunwoody Standard Details; add this detail to your plans. E. Show R.O.W. widths for all proposed streets and cul-de-sacs per Dunwoody Standard Details, Subdivision Regulations, and Driveway Manual. 13. 9. Vertical Alignment (for internal streets) A. Minor street (44' R.O.W.) = 14% maximum grade. All grades exceeding 12% shall not exceed a length of 250 feet. B. Show minimum centerline profile and longitudinal gutter slopes with grade of at least 0.5 percent when used as a tangent. C. Show minimum Vertical curve lengths, per Dunwoody Subdivision Regulations. D. Show compliance with Dunwoody Subdivision Regulations for leveling course design at approaches to an intersection. 13. 10. Horizontal Alignment (for internal streets) A. Show minimum horizontal centerline curve radius, per Dunwoody Subdivision Regulations. B. Show minimum tangent lengths between reverse horizontal curves of 50 or 100 feet, per Subdivision Regulations. C. Show desired ninety degree angle of incidence between intersections, per Subdivision Regulations. 13. 11. Notes Clearly state the following notes on the plans prior to approval: A. New pavement / surfacing is required across all property frontages to existing centerline, to be installed per Dunwoody Standard Details or as additionally directed by Dunwoody Traffic Engineer: B. All traffic control and warning devices must be shown and placed per MUTCD. C. Temporary traffic control and warning devices shall be placed prior to the commencement of any road improvement work on City roads and shall remain in place until the conclusion of all signing and striping work. D. All signs shall conform to the MUTCD Standards and Dunwoody for color, size, reflectivity, height, and placement. E. Striping (white and yellow) and arrow marking shall be applied using GDOT standards for

F. When necessary, existing striping shall be removed by grinding, unless specified by Dunwoody

thermoplastic striping.

Traffic Engineer.



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		13. TRANSPORTATION CHECKLIST (CONTINUED)	
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		<ul> <li>G. All final signage must be installed concurrently with the performance</li> <li>H. Contact the Dunwoody Public Works (678-382-6700) one week prices striping work.</li> <li>I. Clearly note this statement on plans:</li> <li>Call Before You Dig (800) 282-7411</li> </ul>	
13. 12. S	ignal Pe	Include separate signal plans if a signal is required for this devel submitted to and approved by Dunwoody Public Works prior to the schecklist is available on our website at www.DunwoodyGA.gov.	



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#### 14. PRECONSTRUCTION MEETING INFORMATION

All Land Disturbance Permittees need to schedule a pre-construction meeting with the Development Coordinator prior to any major site activity. These onsite pre-construction meetings provide an opportunity to meet the Dunwoody site inspectors, discuss city regulations, enforcement protocol, project expectations, and identify critical areas that may require special attention during development.

The pre-construction meeting will be held onsite prior to any land disturbance activity or after the initial perimeter sediment controls are installed. If possible, the developer/owner, design engineer, and site contractors should be present. The Land Disturbance Permit (LDP) will be presented after the meeting.

Items that will be discussed during the meeting include:

- Initial erosion & sediment controls (E&SC), tree save, installation sequencing (Sd3, Re, etc.)
- State waters, buffers, and wetlands delineation
- Construction exit (Co) and LDP/site plan location
- Temporary vegetation (14 day rule) and dust control (Du)
- Conditions of Zoning
- Site inspections and enforcement procedures
- Department of Public Works issues, site distance, and rights of way disturbance
- Final plat or plan requirements and procedures
- Copy of the NPDES General Construction Permit Notice of Intent (NOI)
- · Site contact information

Please contact **Jerry Oberholtzer**, Development Coordinator, at 678-382-6800 to schedule a pre-construction meeting.

#### **Erosion Control/Stabilization Surety**

Every permit applicant shall be required to post a cash surety of \$3,000 per disturbed acre prior to the issuance of a land disturbance permit. The surety is a mechanism for the City to cover any potential costs associated with stabilization and compliance of all disturbed areas and stormwater infrastructure including, but not limited to, permanent grassing, desilting detention ponds, water bodies, stormwater facilities, roadways, reestablishing damaged buffers and similar or related items. This surety will be released upon approval of final stabilization from the Department of Community Development. Surety calculation forms and templates are available upon request.

City Code, Soil Erosion & Sedimentation Control Ordinance Chapter 14, Article 7, Section 6b(vii)

#### **Local Issuing Authority Land Disturbance Fee**

Every permit applicant proposing to disturb over one (1) acre shall be required to pay a \$40 per disturbed acre fee prior to the issuance of a land disturbance permit. This fee, in addition to other city permitting fees, is to be paid by the primary permittee as defined in the National Pollutant Discharge Elimination System state general permit.

City Code, Soil Erosion & Sedimentation Control Ordinance Chapter 14, Article 7, Section 6b(vi)



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**15. ROUTE SHEET** Project Name Project Type \_\_\_\_\_ District \_\_\_\_ Land Lot \_\_\_\_ Parcel \_\_\_\_ Zoning \_\_\_\_\_ Number of Lots \_\_\_\_\_ Acreage \_\_\_\_\_ Sewer or Septic \_\_\_\_\_ Owner Address \_\_\_\_\_ Owner Phone Owner Fax Contact Address \_\_\_\_\_ Contact Phone Contact Fax The date of review begins on the date a complete plan/plat is submitted **and** the review fee is paid. Submitted by: \_\_\_\_\_ Date \_\_\_\_ Print Name \_\_\_\_\_ Accepted by: \_\_\_\_\_ Date \_\_\_\_ Print Name \_\_\_\_\_ Applicant's LDP Permit Checklist Review Fee:\_\_\_\_\_\_Date:\_\_\_\_\_\_ Permit Fee: \_\_\_\_\_\_ Date: \_\_\_\_\_\_ City NPDES Fee: Paid by: Date: State NPDES Fee:\_\_\_\_\_\_\_Date:\_\_\_\_\_\_ Erosion Control Bond Amount:\_\_\_\_\_\_Delivered by:\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_ Erosion Control Affidavit Submitted by: \_\_\_\_\_\_\_Date: \_\_\_\_\_ BMP Maintenance Agreement Submitted by:\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_

Primary Permittee NOI Submitted by: \_\_\_\_\_\_ Date: \_\_\_\_\_



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Reviewing Agency (responsibility)	Approval	Date
City of Dunwoody Community	Signed:	
Development Department	Print Name/Conditions:	
Georgia Department of Agriculture	Signed:	
and Consumer Protection	Print Name/Conditions:	
Dekalb County Health Department	Signed:	
(Septic Tanks and/or associated structures)	Print Name/Conditions:	
Dekalb County Fire Department	Signed:	
(Fire Safety and ADA compliance)	Print Name/Conditions:	
Dekalb County Department of	Water Signed:	
Public Utilities (Existing or proposed water and/or sewer)	Sewer Signed:	
Dekalb County Planning and	Signed:	
<b>Development Department</b> (Street names and assign addresses)	Print Name/Conditions:	
City Engineer	Signed:	
(Storm water review)	Print Name/Conditions:	
City Engineer	Signed:	
(Development Compliance)	Print Name/Conditions:	
City Planner	Signed:	
(Zoning Compliance)	Print Name/Conditions:	
Dekalb County Department of	Signed:	
<b>Transportation</b> (Construction in county right of way)	Print Name/Conditions:	
Georgia Department of	Signed:	
Transportation (Construction in State right of way)	Print Name/Conditions:	
Other	Signed:	
	Print Name/Conditions:	
Final Approval		
City of Dunwoody	Signed:	
	Print Name/Conditions:	